

# WOODS SCHOOL STUDENT HANDBOOK



## 2014-2015

**School Hours:** K-8 8:30-3:35 Monday through Friday  
Pre-K 8:30-3:35 Tuesday, Wednesday & Thursday

**Phone:** (262)248-3816

**Fax:** (262)248-7021

**Website:** [www.woodsschool.com](http://www.woodsschool.com)

# *WOODS SCHOOL MISSION STATEMENT*

*Woods School, together with our families and community, is committed to providing every child an outstanding education by blending time proven and innovative teaching practices in a safe and caring environment. This mission will guide our children to individual success and lifelong learning, while honoring our unique school traditions.*

Dear Students and Parents,

Welcome back to school! We are looking forward to a wonderful year of working and learning together.

Woods school has a long tradition of academic excellence and personal student attention. We will do our best to make this year interesting, rewarding and academically challenging for our students.

While our school will have many challenges ahead this year, please be assured that providing our students with a quality education is the number one priority of the Woods School Board, teachers and support staff.

Please let us know if we can help you in any way. We hope that you have a great year.

Sincerely,  
Woods School Administration,  
Teachers, Support Staff and  
Board of Education

## PERSONNEL-STAFF

Administrator	Mr. Ed Brzinski
4 Year-Old Kindergarten/Library	Mrs. Marsella Aguilar
Kindergarten	Mrs. Jenna Kase
1 <sup>st</sup> Grade	Mrs. Lauren Gibson
2 <sup>nd</sup> Grade	Mrs. Jody Teske
3 <sup>rd</sup> Grade	Mrs. Betsy Moehling
4 <sup>th</sup> Grade	Mrs. Nicole Leitzke
5 <sup>th</sup> Grade	Mr. Jacob Swance
6 <sup>th</sup> Grade	Mrs. Abbie Ramon
7 <sup>th</sup> Grade	Mr. George Chironis
8 <sup>th</sup> Grade	Mrs. Jennifer Kawlewski
Special Education	Mrs. Cindi Wessels
Physical Education	Mr. Keith Lofy
Business Manager and Guidance Counselor	Ms. Lisa Green
Health Coordinator	Mr. Keith Lofy
Title 1 and Academic Intervention	Mrs. Alissa Bruns
Speech Therapist	Mrs. Marilyn Hansen
School Nurse	Mrs. Michele Teale
Art	Ms. Lynn Miller
Music/Band/RTI Coordinator	Mrs. Tina Johnson
World Language/Gifted and Talented	Mrs. Jeanine Kopecky
F.A.C.S.	Mrs. Dianne Roth
School Aides	Mrs. Georgene Darbro,
	Mrs. Shelley Share,
School Secretary	Mrs. Kathy Smiley
Building and Grounds	Mr. Wayne Rowehl
Custodian	Mr. Raul Barajas
School Board	Mrs. Barbie Wolski-Clerk
	Mr. Eric Chapman-Treasurer
	Mr. Neal DeVries-President

## SCHOOL HISTORY

The Irish Woods School, now identified as Woods School Joint District #4 of the towns of Geneva and Linn, had its origin in 1858. In 1853, the Wisconsin Central Railroad Company received a charter to build a railroad from the state line at Genoa Junction north through the villages of Geneva, Elkhorn, and Whitewater. Irish immigrants who were hired as construction workers brought their families to the area. Although the railroad was never completed, many of the families stayed, thus the name Irish Woods.

Many of the descendants of the early settlers still live in the Geneva area. One former student of Woods School is Miss Marie Cronin, who in 1945 compiled Woods School history for the Wisconsin State centennial. According to her research, Woods was established in 1858 as part of the Geneva Village School. The corner land (at present Snake Road and Highway 50) for the original school property was donated by Lige Marble with the stipulation that the land must always be used for school purposes and that any change of use would result in the land reverting to the heirs of the donor. Part of that original site is still the school grounds.

The first schoolhouse was a wood structure. In 1886, the original school was sold to Martin Nohelty, who gave in exchange for it about one fourth acre of his farmland which joined the Woods property. Nohelty moved the old building onto his farm and used it for a cow barn. The first brick structure, built in 1886, is now the kindergarten room. The second part was added in 1900. This is currently the art room.

Woods School ended its affiliation with Geneva Village in 1929 when it became an independent district. At this time, Joint District #4 of the township of Geneva and Linn was formed. The boundaries of the new district were defined as: "all lands lying between the lakes of Lake Como and Lake Geneva. The west boundary was Hughe's corner, and the east boundary was the east end of the Deignan property."

In 1950, a new entrance and two restrooms were added and a new well was drilled. Even though water was reached at 125 feet, it was suggested to proceed with the drilling until reaching another water table-which wasn't until 380 feet.

In 1965, the board voted to spend \$120,000 for construction of two more classrooms and the gym. At that time, the Bell family also donated a parcel of land for an extension of the playground.

Also during 1965 a notice was received from the Walworth County School Committee dissolving the district and attaching it to Joint District #1. Concerned parents planned a well organized

strategy to fight this order and to bring it to referendum. The referendum defeated the order. The addition was completed in 1966.

In 1966, there was another attempt to detach Linn's part from the district and attach it to Joint District #1. This was defeated by one vote in the Walworth County School Committee. The county superintendent and representatives from the state were urging residents to consolidate.

Another attempt by the Walworth County School Committee to form a K-12 district was defeated in 1968.

In 1969, the board resolved to borrow \$60,000 to construct two classrooms, toilet facilities, furnace room and office.

In 1973, \$100,000 was borrowed to add four more classrooms and a teacher's lounge. All of the construction loans were retired in 1983.

In 2000, \$2,200,000 was borrowed to add a new wing to Woods School and renovate the existing structure. A new pitched roof was added to the school building. New offices were added to the front of the original school. Work was completed by the fall of 2001. An additional 4 acres of land was acquired in 2001. This land was developed with a new baseball diamond, soccer field and playground area. Work was completed by the fall of 2003. A new holding tank system was installed during the summer of 2005. Woods School turned 150 years old in 2008-2009. We had a year long celebration.

## **WOODS SCHOOL PROFESSIONAL STAFF CORE BELIEFS THAT RESPECT THE INDIVIDUALITY OF ALL STUDENTS**

Misbehavior will be viewed as an opportunity for personal growth through problem solving rather than a bad thing that should never happen.

Every attempt will be made to maintain and/or enhance the dignity and self-respect of both the student and the teacher.

Misbehavior will be handled with natural or logical consequences instead of punishment whenever possible. Students should be involved in this process by showing responsibility for solving their own problems with adult guidance.

Consequences should not be punitive but should allow the student to experience the results of a poor choice, enabling him or her to make better choices in the future.

## **JT. #4 GENEVA SCHOOL DISTRICT-PHILOSOPHY**

We, the parents, board of education, teachers and administration of Woods School, are well aware that we have a challenge and a responsibility of paramount proportion - that of providing our youngsters with an education of the highest quality.

In pursuing this endeavor, we must strive to develop and maintain a curriculum which emphasizes fundamental skills in reading, language, spelling, math social studies and science. The curriculum must also include programs and activities which relate to total health, including but not limited to physical fitness and wellness, nutrition and the effects of alcohol, drug and tobacco abuse. Additionally, we feel that emphasis should be placed on the introduction and exposure of our children to various careers and career opportunities.

It is very important that we provide a setting where our children are enabled to grow physically, emotionally and mentally to fulfill their own personalities and potential. In this growth, we want our children to develop confidence, self esteem and a generally positive outlook on life. We must instill attitudes of allegiance, pride and spirit within our school, as well as the community, state and country. Also, we want to foster and understanding and appreciation of value systems, cultures, customs and history of each child's own heritage as well as those of others.

Supplemental, yet integral to the total program, are the arts as a means of self expression and a media for creativity. In addition, we believe that extra-curricular activities should be promoted to encourage participation and to develop a competitive attitude. In all forms of competition, we expect our students to win with pride and lose with dignity. Both curricular and extra-curricular programs will be structured so that students have ample opportunity to cultivate their individual leadership qualities.

All of our programs shall be varied, allowing for individual differences and the needs of each child. Programs and curricula will be challenging for the more capable student, yet modified to meet the needs of the exceptional youngster.

To achieve these aforementioned goals, it is imperative that we as parents, board, teachers and administration provide and maintain a disciplined environment in which children develop an appreciation and respect for necessary rules, teachers and fellow students. Also, we are of the opinion that maximum learning will be enhanced by the provision of attractive physical facilities which are safe, neat, clean and well equipped.

## **EQUAL ACCESS TO EDUCATIONAL OPPORTUNITY**

The Board of Education is committed to providing an equal educational opportunity for all students in the District.

The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, race, color, religion, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability in any of its student program and activities. In order to achieve the aforesaid goal, the Board directs the District Administrator to:

### **A. Curriculum Content**

Review current and proposed courses of study and textbooks to detect any bias based upon race; color; age; pregnancy; marital or parental status; sex or sexual orientation; religion; national origin; ancestry; culture; creed; or physical, mental, emotional, or learning disability, ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes, various races, ethnic groups, etc. toward the development of human society.

Provide that necessary programs are available for students with limited use of the English language.

### **B. Staff Training**

Develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of race; color; religion; age; pregnancy; marital or parental status; sex or sexual orientation; physical, mental, emotional, or learning disability; national origin; ancestry; creed; cultural; or other bias in all aspects of the program.

### **C. Student Access**

Review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race; color; religion; age; creed; pregnancy; marital or parental status; sex or sexual orientation; physical, mental, emotional, or learning disability; national origin; or ancestry, in any duty, work, play, classroom, or school practice, except as may be permitted under state regulations.

### **D. District Support**

Require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters.

### **E. Student Evaluation**

Require that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are

not differentiated or stereotyped on the basis of race; color; religion; age; creed; pregnancy; marital or parental status; sex or sexual orientation; physical, mental, emotional, or learning disability; or national origin.

## **STUDENT ATTENDANCE**

In accordance with state law, all children between six and eighteen years of age must attend school full time until the end of the term, quarter or semester in which they become 18 years, of age, unless they have a legal excuse.

**The regular school day begins at 8:30 a.m.** The responsibility of regular school attendance of a student rests upon the student's parent/guardian. When a student is absent, his/her parent/guardian must contact the school by 8:30 a.m. If a call is not received by 8:30a.m., the school will contact the parent/guardian.

Students are required to attend all of their scheduled class, study periods and lunch period. Any student leaving the school grounds during the school day must be signed out by a parent or guardian in the office.

**Absence and Tardiness:** All pupils are to be in school at all times, except when ill or when a death in the immediate family takes place.

In any case where the child is absent more than three days, the school may require a signed statement of the attending physician.

The board reserves the right to require a signed medical excuse at any time for re-admittance to school if a contagious disease is suspected.

Make every effort to plan doctor, dentist or shopping appointments on institute or convention days. Children may be excused for emergency or medical appointments if appointments outside of school time are impossible.

Parents are expected to telephone the school if it appears the student will be absent.

**Health:** Keep children out of school when they are showing one or more of these symptoms:

- A. Skin disorders or rash which might be contagious
- B. Colds
- C. Fever
- D. Sore throat
- E. Persistent coughing, sneezing or runny nose
- F. Any glandular swelling about the neck
- G. Earache
- H. Nausea, vomiting or diarrhea

If a child has had an upsetting night - stomach ache, nightmares, undue excitement, anxiety of some sort, etc. - send a note to the teacher. It may influence the kind of day the child will experience at school.

### **ABSENCES FOR REASONS OTHER THAN ILLNESS**

- A. Students must be counted absent if they are not in attendance. The administrator will make the determination as to whether the absence is excused or unexcused. Suspended or expelled students will be recorded as "unexcused".
- B. Doctor and/or dentist appointments are considered important reasons for being absent from school, if an appointment cannot be made out of school time. A written notification from the doctor/nurse should be filed in the office either before or after such appointments.
- C. Other than emergencies, permission to be absent must be arranged through the principal. Make-up work must be arranged between the parent, teacher and student. Work assigned for absent students must be completed in a timely manner.
- D. Non-school trips and extended vacations. We recognize that parents are not always able to schedule family vacations to coincide with school vacations. However, it is important that parents are aware of the fact that any absence from school is detrimental to the child's academic progress. Some students do well in making up work and understanding important skills and concepts which they have missed during an absence. Other students have extreme difficulty. Vacation absence problems are often compounded when children are frequently absent for illness as well. School is in session for only 180 days per year. These days are precious to us and if we are to be accountable for student learning, it is imperative that parents make every effort to have their children in school daily.

### **ADMINISTRATION OF MEDICATION/EMERGENCY CARE**

The Board of Education may require students to submit to periodic health examinations to:

- A. Protect the school community from the spread of communicable disease;
- B. Determine that each student's participation in health, safety, and physical education courses meets his/her individual needs;
- C. Determine that the learning potential of each child is not lessened by a remediable, physical disability.
- D. Upon initial attendance/registration/ such as new student, 4/5K, and middle school student
- E. Administration shall determine medical consent information form to be completed by parent/guardian every school year.

The District shall specify the need for health services which may include, but not limited to:

- A. Student physical examinations
- B. Athlete physical examinations

- C. Dental examinations
- D. Vision screening
- E. Audiometric screening

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent. Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication. No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 434 and of the Student Code of Conduct. Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

Any bus driver, staff member or volunteer, authorized in writing by the District Administrator, is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon and epinephrine, unless the act or omission constitutes a high degree of negligence. Such immunity does not apply to health-care professionals.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care. The administrator who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator authorizes a person who has not received the required Department of Public Instruction training to

administer the nonprescription drug product or prescription drug to a student. The school nurse, as a district employee, is regulated by the Wisconsin Nurse Practice Act and is therefore not necessarily immune from civil liability. The school nurse providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s).

### **SELF-ADMINISTERED MEDICATION**

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the administrator. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement must include the following information:

- A. An acute or chronic disease or medical condition exists for which the medication is prescribed.
- B. The student has been given instruction as to how to self-administer the medication.
- C. The nature of the disease or medical condition requires emergency administration of the medication.

The School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

### **TRUANCY**

Truancy is defined as any absence of part of or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian and also means intermittent carried on for the purpose of defeating the intent of compulsory education.

Habitual Truant is defined as a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

When a child becomes a habitual truant for a semester the parents and/or guardians will be notified by mail.

## **PUPIL ADMISSION PROCEDURE**

All children residing in the school district who are four years old before September 1 are legally entitled to be admitted to Woods School.

Children enrolling in kindergarten or 4 year-old Kindergarten are required to present a birth certificate indicating their legal age.

Children transferring to this district from another school are required to present evidence of previous grade placement submitted by the officials of the previously attended school. This information will become part of the pupil's file.

**Entrance Age:** Children who meet the age requirements of this state will be enrolled in kindergarten or first grade at the beginning of the school year. Children planning to attend 4 year-old Kindergarten and Kindergarten will be registered at the spring screening and enrollment will be completed by the first day of the school year. All children admitted to 4 year-old Kindergarten, Kindergarten or first grade must have their fourth, fifth and sixth birthdays, respectively, on or before September 1.

**Grade Placement:** Decisions of grade placement of transfer students shall be made by the grade teacher and principal.

When a student is unable to achieve success and sufficient time has elapsed enabling the school to observe and study the situation, a reevaluation shall be made. If consultation with the teacher and principal results in recommendation for retention, conferences with the parents will be held. Since the child's welfare is of utmost consideration, it is hoped that parental approval of such a conference can be achieved.

**Tuition Policy:** Non-resident pupils may be accepted by the Board of Education under the provision set forth in state statutes. Specific reference is made to Chapter 121, sub-chapter III, 121.76 through 121.84.

**Student Records:** Access to pupil's educational records is limited to the parent(s) and legal guardian(s) and the professional staff members who need to study the records for legitimate educational purposes. A parent who wishes to examine his/her child's records shall contact the principal to set up an appointment to review the records. Release of pupil record information to an outside source is strictly controlled.

**Progress Reports:** Report cards are given out four times during the year, after each grading period.

## PUBLIC SCHOOL OPEN ENROLLMENT

The School Board is dedicated to maintaining the one class section per grade level and class sizes that will continue to promote the tradition of academic excellence at Woods School. The enrollment numbers listed have been determined through consultation with our professional teaching staff, community members and administration. This policy shall be administered in accordance with the state public school open enrollment law. This policy shall be administered in accordance with the state public school open enrollment law.

### Nonresident Open Enrollment Students

A Nonresident student may apply for full-time enrollment in Geneva Joint #4 School District under the open enrollment program in accordance with state law. Geneva Joint #4 School District shall consider the following criteria when accepting or rejecting a nonresident student's application for full-time enrollment:

Geneva Joint #4 School District will consider the availability of space, teacher-student ratios, and enrollment projections for Woods School and will accept nonresident open enrollment students if enrollment falls below the following class sizes

4K	18
Kindergarten	20
1 <sup>st</sup> Grade	20
2 <sup>nd</sup> Grade	20
3 <sup>rd</sup> Grade	20
4 <sup>th</sup> Grade	20
5 <sup>th</sup> Grade	20
6 <sup>th</sup> Grade	21
7 <sup>th</sup> Grade	21
8 <sup>th</sup> Grade	21

If a student moves out of the Geneva Joint #4 School District and has been attending Woods School as a resident student, that student will be able to continue to attend school in the Geneva Joint #4 School District under the Open Enrollment Law. Transportation will not be provided. (If this student attends school in another school district, section 1b applies)

If a student moves out of the Geneva Joint #4 School District and attends another school district, this student must apply for open enrollment and follow all district policies for out of district students.

Geneva Joint #4 School District will not accept a student who has been expelled by a school district during the current school year or preceding two school years for conduct or who has disciplinary proceedings pending on such conduct. (Conduct specified in the law includes endangering the health, safety or property of others under certain conditions, conveying or causing to be conveyed a "bomb" threat involving school property, and possessing a "dangerous weapon" while at school or under the supervision of a school authority).

Geneva Joint #4 School District will not accept a student if any of the above disciplinary actions occur after initial acceptance of the student and prior to the student starting school in Geneva Joint #4 School District.

Geneva Joint #4 School District will not accept students with exceptional educational needs if the district does not have the program to meet the students' needs or if acceptance of an exceptional needs student exceeds the maximum caseload of the special needs program. Maximum caseload will be determined by the method approved the Wisconsin Department of Public Instruction (See 420 Exhibit 1).

If a nonresident student's IEP Changes after the student begins attending Geneva Joint #4 School District and the special education program or services required by that IEP are not available in Geneva Joint #4 School District or there is no space available in the special education program identified in the IEP, the Geneva Joint #4 School District will discontinue allowing the student to attend school in the district.

Geneva Joint #4 School District will not accept a student who has been reported or identified as having a possible exceptional educational need(EEN) but not yet evaluated by a multidisciplinary (evaluation) team in the resident district.

If an open enrolled pupil becomes habitually truant, Geneva Joint #4 School District may prohibit the pupil from attending the district in the succeeding semester or school year. Geneva Joint #4 School District will not accept an applicant that was habitually truant from the district during any semester of attendance during the current or previous school year.

If Geneva Joint #4 School District receives more nonresident applications for a particular grade than there are spaces available in the grade, there will be a random drawing conducted to determine acceptance and/or rejection.

Geneva Joint #4 School District shall give preference in accepting full-time enrollment applications to any nonresident students already attending school in Geneva Joint #4 School District. Once a nonresident student is accepted as an open enrollment student in the district, the student will not have to reapply for enrollment at any time.

Part-time open enrollment does not apply to the Geneva Joint #4 School District since part-time open enrollment is only available at the high school level.

Nonresident open enrollment students attending school in the Geneva Joint #4 School District have all the rights and privileges of resident students and are subject to the same rules and regulations as resident students. Transportation will not be provided for nonresident open enrollment students.

Resident Open Enrollment Students

Resident students may apply for full-time enrollment in another public school district in accordance with state law.

### **Open Enrollment Waiting List**

If space is not available for all open enrollment applicants, a waiting list will be established. The order of the open enrollment waiting list will be established after all applicants have been turned in, in a random fashion.

If the student is accepted from the waiting list, parents will be notified with a letter. Parents will have ten (10) calendar days from the date of the nonresident district mailing to notify the nonresident school district whether the student will attend the nonresident school district. If the parent(s) do not respond within the ten (10) calendar days, the acceptance will be rescinded and the space offered to the next applicant on the waiting list.

### **Student Nutrition and Physical Activity**

The Geneva Jt. #4 School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential.

**Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.** The school environment shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity.

**Support and promote proper dietary habits contributing to students' health status and academic performance.** Food available on school grounds and at school-sponsored activities during the instructional day should provide healthy alternatives. Food should be served with consideration toward variety, appeal, taste, safety, and packaging to ensure high quality meals.

**Support and promote the amount of time students are engaged in physical activity.** A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's education program from grades pre-K through 12. Physical activity should include regular instructional physical education, co-curricular activities, and recess.

**The Geneva Jt. #4 School District is committed to improving all student academic performance.** Educators, administrators, parents, health practitioners, and communities all acknowledge the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. Information that highlights the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn should be encouraged to ensure widespread understanding of the benefits to healthy school environments.

## Student Nutrition Procedures

The Geneva Jt. #4 School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children.

### Lunchroom Climate:

- A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed.
- It is encouraged that the lunchroom environment be a place where students have:
  - adequate space to eat and pleasant surroundings
  - adequate time for meals (the American Food Service Association recommends at least 20 minutes for lunch from the time they are seated)
  - convenient access to hand washing facilities before meals.

### Fundraising:

All fundraising projects are encouraged to provide healthy food choice options and to minimize the use of food of minimal nutritional value.

### Teacher-to-Student Incentive:

Strong consideration should be given to nonfood items as part of any teacher-to-student incentive programs. Should teachers feel compelled to utilize food items as an incentive, they are encouraged to provide healthy food choice options and to minimize the use of food of minimal nutritional value.

### Student Nutrition Education:

All instructional staff will be encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized. These nutritional themes include but are not limited to:

- |                                  |                               |
|----------------------------------|-------------------------------|
| *Knowledge of food guide pyramid | *Healthy diet                 |
| *Healthy heart choices           | *Food labels                  |
| *Sources and variety of foods    | *Major nutrients              |
| *Guide to a healthy diet         | *Multicultural influences     |
| *Diet and disease                | *Serving sizes                |
| *Understanding calories          | *Proper sanitation            |
| *Healthy snacks                  | *Identify and limit junk food |
| *Healthy breakfast               |                               |

### Parent Nutrition Education:

Nutrition education may be provided to parents beginning at the elementary level. Nutrition education may be provided in the form of handouts, posting on the District website, and/or presentations that focus on nutritional value and healthy lifestyles.

### District Nutrition Standards

The Geneva Jt. #4 School District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the District has adopted the following

Nutrition Standards governing the sale of food, beverages, and candy on school grounds:

#### Food:

- Fried foods will be minimized.
- Encourage the consumption of nutrient dense foods, i.e., whole grains, fresh fruits, and vegetables.
- Fruits and/or vegetables should be encouraged.

#### Beverages:

- Vending sales of pop or artificially sweetened drinks will not be permitted during the lunch period.
- The non-vending sale of pop or artificially sweetened drinks will be permitted at those special school events that begin after the conclusion of the instructional day.
- Milk, water, and 100% fruit juices may be sold on school grounds throughout the day.

#### Candy:

- Vending sales of candy will not be permitted on school grounds.
- Non-vending sales of candy will be permitted at the conclusion of the instructional day.
- Candy is defined as any item that has sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose [dextrose], high-fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar [sucrose],) listed as one of the first two ingredients.

### Foods of Minimal Nutritional Value (FMNV)

Federal regulations prohibit the sale of certain foods, determined to be of minimal nutritional value, in the food service area during meal periods.

## Restricted Foods:

Foods and beverages that are restricted from sale to students are classified in the following four categories:

1. Soda Water: any carbonated beverage. No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals, and protein.
2. Water Ices: any frozen, sweetened water such as "...sicle" and flavored ice with the exception of products that contain fruit or fruit juice.
3. Chewing Gum: any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
4. Certain Candies: any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types:
  - a. Hard candy: A product made predominantly from sugar (sucrose) and corn syrup that may be flavored and colored, and is characterized by a hard, brittle texture. Includes such items as sour balls, lollipops, fruit balls, candy sticks, starlight mints, after dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints, and cough drops.
  - b. Jellies and gums: a mixture of carbohydrates that are combined to form a stable gelatinous system of jellylike character and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.
  - c. Marshmallow candies: an aerated confection composed of sugar, corn syrup, invert sugar, 20 percent water, and gelatin or egg white to which flavors and colors may be added.
  - d. Fondant: a product consisting of microscopic-sized sugar crystals that are separated by a thin film of sugar and/or invert sugar in solution such as candy corn or soft mints.

1<sup>st</sup> Reading - June 2006

2<sup>nd</sup> Reading - July 2006

# **GENEVA JOINT #4 SCHOOL DISTRICT-CODE OF CLASSROOM CONDUCT**

## **Student Removal from Class**

Student behavior that is dangerous or disruptive and that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement in an alternative setting as outlined in this code. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

### **Student Removal from Class**

A teacher may remove a student from class for the following reasons:

A. Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes the following:

- Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment.
- Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.
- Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.
- Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow reasonable directions.
- Excessive disruptive talking.
- Fighting.
- Taunting, baiting, inciting and/or encouraging a fight or disruption.
- Use of profanity.
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
- Repeated reporting to class without bringing necessary materials to participate in class activities.
- Willful refusal to follow directions or orders given by a staff member.
- Willful damage to school property.
- Throwing objects in the classroom.
- Pushing or striking a student or staff member.
- Other dangerous behavior that is considered unlawful, such as:
  1. Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
  2. Being under the influence of alcohol or other controlled substances.

3. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
4. Behavior that causes the teacher or other students fear of physical or psychological harm.
5. Physical confrontations or verbal/physical threats.

In general, any repeated disruption or violation of classroom or school rules will not be tolerated.

Students who cause a disruption on the bus will be disciplined through a joint effort between the contracted Bus Company and the school.

A short-term removal from class is defined as one class period or 45 minutes. A removal from class for over 45 minutes is considered a long-term removal and would result in a parent conference to determine future placement.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal regulations.

When a student is removed from class, the teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reasons shall be given to the principal or designee within 24 hours of the student's removal from class.

The principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.

The parent/guardian of a minor student shall be notified of the student's removal from class as outlined below.

### **Placement Procedures**

- A. The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:
  - Another instructional setting.
  - The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best or only alternative.
- B. When making placement decisions, the building principal or designee shall consider the following factors:

- The reason the student was removed from class.
- The severity of the offense.
- The type of placement options available for students in Woods School and any limitations such as costs, space availability and location, on such placements.
- The estimated length of time of placement.
- The student's individual needs and interests.
- Whether the student has been removed from a teacher's class before.
- The relationship of the placement to any disciplinary action.

The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or required by law.

C. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.

### **Parent/Guardian Notification of Student's Removal from Class and Alternative Placement**

A. When a student has been removed from class, the building principal or designee shall notify the parent/guardian of the student. This notification shall include the reasons for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as practical after the student's removal from a class and placement determination.

B. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.

C. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

**July, 1999**

## **BULLYING**

### **Introduction**

The Geneva Jt. #4 School District strives to provide a safe, secure and respectful learning environment for all students in school building, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

## Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to : age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet-also known as cyber bullying)

## Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

## Procedure for Reporting/Retaliation

All School Staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the Principal/District Administrator. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encourage to report the conduct to the Principal/ District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

## Procedure for investigating reports of bullying

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by the law.

## Sanction and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including, but not limited to: detentions, suspension, expulsion

and/or referral to law enforcement officials for possible legal action as appropriate. Guidance staff will provide support for the identified victim(s).

#### Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the school. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

### **SCHOOL VISITORS**

The Board of Education encourages all citizens of the Geneva Jt. 4 School District to visit school facilities in accordance with reasonable procedures that have been established to ensure that such visits do not disrupt the educational environment or endanger the safety of students or staff. When citizens visit the schools they can assist the Board to determine needs, and support Board of Education efforts to continuously improve education in the Geneva Jt. 4 School District.

The Board of Education believes that parent(s)/guardian(s) who have students attending the Geneva Jt. 4 School District have a special responsibility to keep themselves informed about the day-to-day operations in the schools. The administrator shall encourage parents and guardians to visit the school and shall promote a spirit of mutual cooperation between home and school that will benefit students. Additionally, the administrator shall make an effort to ensure that parents/guardians of school students are aware of the school visitor policy and procedure by direct communication to homes, in the course of working with parent organizations and by discussion at other school meetings.

A school visitor shall not be permitted to interrupt classroom instruction to speak with a staff member or his/her child unless the school administrator grants permission because there is an emergency. Pre-school children and students from other schools shall not be permitted to visit schools while classes are in session, unless special permission is granted in advance by the administrator. A school visitor shall not be permitted to visit any student who is not his/her child, unless permission for such a visit is granted in advance by that student's parent/guardian.

Except for persons attending scheduled school programs, all persons who visit the Geneva Jt. 4 School District, during the school day, shall report to the school office upon arrival, sign in, announce the nature and purpose of the visit and obtain a visitor pass before proceeding to their destination.

## **SCHOOL VISITOR PROCEDURES**

The Board of Education established visitor procedures to reduce disruptions that might interfere with the educational program or threaten the safety of students and staff in the Geneva Jt. 4 School District.

### **School Visitor Responsibilities:**

1. Report to the school office when entering the building between 8:30 a.m. and 3:30 p.m. on a school day, except when attending scheduled school programs that occur during the regular school day.
2. Inform the school secretary of the staff member or student he or she wishes to see and ask the school secretary if that person is available.
3. Record the following information in the visitor logbook:
  - A. Name and address
  - B. Whether he or she is a parent/guardian of a child attending the school
  - C. Name of the person/classroom he/she is visiting
  - D. Purpose of the visit
  - E. Time of arrival
4. Write his/her name on a visitor badge, affix the visitor badge on his/her shirt or jacket and proceed to the location or person to be seen
5. Report to the school office after concluding the visit to:
  - A. Record his/her time of departure
  - B. Discard his/her visitor badge

### **Administrator Responsibilities:**

1. Maintain a visitor logbook that is available at all times during the school day in the school office
2. Enforce the school visitor policy and monitor the whereabouts of school visitors
3. Provide temporary and permanent visitor passes for all persons who visit the school building
4. Require all visitors, including persons seeking the preferential treatment afforded parents under this policy, to properly identify themselves.
5. Retain complete authority to exclude from the school premises any person(s) whom he/she has reason to believe may disrupt educational programs in the classroom or school, may disturb the teacher(s) or child(ren) on the premises or whom the principal believes are on the premises for the purpose of committing an illegal act.

## **CLASSROOM OBSERVATION PROCEDURES**

1. Any parent/guardian who wishes to observe his/her child's classroom while in session must obtain the advance permission of the administrator. When such a request is made, the administrator will consult the teacher and schedule the classroom visitation for a day and time within one week of the request.
2. A parent/guardian who observes a classroom should not interrupt the class. If the parent/guardian wants to ask questions of the teacher or to confer with the teacher,

he/she should make arrangements for a conference with the teacher by contacting the teacher at a later time for an appointment.

3. To avoid interference with the education of students, the principal may limit the number of visitors to a particular classroom at a given time and shall have the further right to determine a reasonable period of time for the visitors to remain in the classroom.

### **SCHOOL VOLUNTEER CONFIDENTIALITY**

The Board believes that students in Woods School have the right to expect that information about them will be kept confidential by all volunteers. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as "FERPA" or the "Buckley Amendment"). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including Geneva Joint 4-Woods School, which disseminates a student's education records without his or her parent's consent.

It shall be required that all volunteers sign an agreement to abide by the rules governing student privacy and confidentiality of all student information.

First Reading September 2010

Adopted: October 2010

### **SCHOOL TRIPS**

The Board of Education encourages the use of field trips that have educational significance and will continue to budget for such trips unless energy and budget constraints preclude such scheduling. The following guidelines are to be used when planning any field trip:

1. All trips are subject to administrative approval.
2. Trips will be approved if they are scheduled within reasonable geographic limits and have educational significance.
3. Recognizing that safety is a primary concern and that liability insurance will not cover private vehicles, all student trips must be scheduled via public carrier.
4. Each child must obtain, and present to his/her teacher, written permission from parent or guardian. This permission slip must state the nature, destination, departure and return times for the proposed trip.
5. All field trips must have adult supervision. The Board feels that parent volunteers adequately satisfy this requirement as long as the ratio of adults to students is at least one to ten.
6. Busses will be utilized for all sporting events. Parents will provide the transportation home from sporting events. The coach will have a checklist to make sure all students have a ride home.
7. Board of Education approval is necessary if a teacher desires a field trip over and above the one major field trip and two minor field trip policy.

December, 1998

## **NONDISCRIMINATION POLICY**

The Geneva Jt. #4 School District is committed to equal educational opportunity for all students in the district.

It is the policy of the Jt. #4 Geneva School District, pursuant to s. 118.13, Wis. Stats., and PI 9, that no person, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district, or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (handicap), and Americans with Disabilities Act of 1990.

It shall be the responsibility of the administrator of the district to examine existing policies and develop new policies where needed to ensure that the Jt. #4 Geneva School District does not discriminate pursuant to federal and state law. The administrator shall receive complaints filed under s. 118.13, Wis. Stats., PI 9, Wis. Admin. Code Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973. He/she shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the district's compliance with s. 118.13, Wis. Stats. Is completed every five years under PI 9, Wis. Admin. Code and submit Form PI-1197 to the Department of Public Instruction annually.

The District shall provide appropriate educational series or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability.

The Geneva Jt. #4 School District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the student nondiscrimination policy in the School District.

Any questions concerning this policy should be directed to the District Administrator, N2575 Snake Road, Lake Geneva WI 53147.

Revised: First Reading September 2010

Adopted: October 2010

### **Discrimination Complaint Procedure**

If any person believes that Jt. #4 Geneva School District or any part of the school organization has failed to follow the law and rules of s. 118.13, Wis. Stats., or in some way discriminates against pupils on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, he/she may bring or send a complaint to the Administrative Office of Jt. #4 Geneva School District at the following address:

N2575 Snake Road  
Lake Geneva, WI 53147

### Step 1

A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints, Edward Brzinski, District Administrator. That employee shall send written acknowledgement of receipt of the complaint within 45 days.

### Step 2

A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 and ch. 115, Wis. Stat., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, sub ch. V, Wis. Stats. Complaints under 20 USC s. 1231e-3 and 34 CFR ss. 76.790-76.782, commonly referred to as EDGAR complaints, that the state or a sub grantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

### Step 3

If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgement within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707.

### Step 4

Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8<sup>th</sup> Floor, Chicago, Illinois 60606.

## **SMOKE FREE POLICY**

Jt. #4 Geneva School District is dedicated to providing a healthy, comfortable and productive environment for staff, students and citizens. The School Board believes that education has a central role in establishing patterns of behavior related to good health and shall take measures to help the students resist tobacco use through a well planned health instruction program.

The School Board is also concerned about the health of its employees and recognizes the importance of adult role modeling for students during formative years. Therefore, the Board shall promote abstinence from tobacco use among its staff and students.

Research has conclusively demonstrated serious health hazards to the users of tobacco products and to those subjected to tobacco smoke. Because of the negative health effects of smoking and the evidence that children model adult behavior, it shall be the policy of the Board of Education to prohibit smoking and use of other tobacco products in any of the buildings, vehicles, or enclosed structures of Jt. #4 Geneva School District at any time.

## **RULES FOR BUS SAFETY**

### **1. Be safe at the bus stop and getting on the bus**

- Arrive at the bus stop 5 minutes before the bus is to arrive
- Wait in a safe place, clear of traffic and away from where the bus will stop
- Wait in an orderly line and avoid horseplay
- Wait for the hand signal from driver before crossing any street
- Go directly to your assigned seat when entering the bus
- When exiting the bus, move away as quickly as possible and never cross behind the bus

### **2. Remain seated in assigned seat unless driver grants permission to move**

- When bus is stopped, ask the driver if you may move
- No kneeling or turning you body completely around
- You may speak to others in your seat or across the aisle

### **3. Keep hands, feet, and objects to yourself**

- Backpacks should be placed on the floor under your legs, or held on your lap
- Hitting, punching, kicking, grabbing, throwing, pushing, spitting, and pulling hair will not be tolerated

### **4. Keep bus neat and orderly**

- Please dispose of waste materials, candy wrappers, etc. in the basket provided when the bus has stopped or put them in your pockets
- Eating is allowed as long as the bus driver approves and bus is kept clean

### **5. Talk in a normal voice**

- Please use an "indoor" voice when on the bus
- No screaming, shouting, screeching or loud abrupt noises

### **6. Do not extend your head, arms, hands or objects out of the bus windows.**

### **7. Use of any electronic device is not permitted by the students including cell phones and recording devices**

## **POLICY REGARDING THE PROHIBITING OF ELECTRONIC COMMUNICATION DEVICES ON SCHOOL PREMISES**

1. The Geneva Joint #4 School District prohibits the use of electronic communication devices on school premises and on school vehicles. This policy may allow for the use if a designee determines that such device is used or possessed for a medical, school educational or other legitimate use, but only if given express permission by a student supervisor. The District acknowledges the importance and convenience of these devices, however all necessary communication and internet use will be supervised through existing District devices.
2. Annually, the School Board shall provide each pupil enrolled in the school district with a copy of the rules under sub (1).
3. Upon entering the school premises all devices shall be turned off. Any use of the device will result in the following:

- a. The first incident, the student supervisor will confiscate the device and turn it in to the school office. The student may retrieve it at the end of the school day.
  - b. The second incident, the device will be confiscated, turned in and it may be picked up by the parent.
  - c. The third incident, the student will lose the privilege of having the device on school property and may result in further disciplinary action as the Administrator deems appropriate.
  - d. At any point, if the device is used to act in a manner to harass or bully other students, the incident may be treated as a fourth offence.
4. The District, district employees, or student supervisors are not liable for damage that occurs to any electronic communication device that is brought to school events, on to the school premises or on to school vehicles and that are used in violation of this policy.

## **ACCOMMODATING STUDENT'S RELIGIOUS BELIEFS**

1. The student or parent of a minor student shall notify the building principal of any potential conflicts related religious beliefs and academic requirements, including examinations.
2. The principal shall determine, in conjunction with affected teacher(s) a means by which the student is permitted to make up an examination or academic requirements or by an alternative means without any prejudicial effect.
3. Appeal of a principal decision is incorporated into the district's student discrimination complaint procedures required by PI 9-04 of the Wisconsin Administrative Code. The principal shall disseminate the appeal process if the student or parent request the process. The procedures are also publicly posted and distributed.
4. The complainant may file a complaint with, or appeal directly to, the state superintendent, if the district does not comply with the provisions of 1991 Wisconsin Act 227, S-115.28 (31) of Wisconsin statutes.
5. The procedure and related policies are annually published for all students, parents/guardians and instructors.

## **RELEASED TIME FOR RELIGIOUS INSTRUCTION**

District students with written parental permission may be released from school attendance to attend religious instruction, with the approval of the district administrator and in accordance with state law.

Students released for religious instruction shall be expected to attend such instruction classes on a regular basis. The Board may deny the privilege of released time to students who absent themselves from the religious instruction after requesting the privilege.

All transportation to or from religious instruction shall be the responsibility of the parent(s)/guardian or organization sponsoring the instruction. The district shall assume no liability for a student who is absent for religious instruction in accordance with state law.

## **DROP-OFF/PICK-UP PROCEDURES**

Parents should drop off and pick up their children on the south end of the school. Stay to the right when entering the back lot. Do not block the traffic lanes. 1<sup>st</sup> -4<sup>th</sup> at the southwest door, and 5<sup>th</sup>-8<sup>th</sup> by the middle school door. Students should arrive between 8:15am and 8:25am. Mr. Rowehl will close the south entrance by 8:45 until pick-up time. This is for the protection of all students during recesses and gym classes held outdoors. For pick-up, arrive as close to the 3:30 dismissal time as possible to minimize back-ups. The rope should stay up until 3:20 to allow all classes to come in. **Again, stay to the right and please don't block traffic.**

### **Safety:**

- A. There is no supervision on the playground before and after school hours. Parents are responsible for children when school is dismissed. Teachers **do** supervise playground activities during recess and noon hour.
- B. Bus transportation is provided to all students. No student in grades Pre-K-5 may walk to or from school. Students in grades 6-8 may walk if there is a permission note on file signed by the parent or guardian.
- C. Bike riding to school is not allowed at any grade level. Bike riding is permitted only if there is a scheduled bike activity by a teacher for the class.

### **Playground Rules:**

Children are to obey the teacher(s) on duty during recess duty. Pre-K-8 children are not allowed to use the black topped parking area for any type of play activity. They may play in the grassy field area to the south of the school or the area behind and along the school where the

playground equipment is located. All Pre-K-8 children can use the playground equipment. (Please see list of Playground Rules in the back of the handbook).

### **Bells:**

School starts at 8:30am. There is a three minute warning bell at 8:27am. School ends at 3:30pm. There is a five minute warning bell at 3:25pm. This is a reminder to teachers to have all students ready for pick-up and boarding buses at 3:30pm.

### **State Academic Progress Testing**

Grades 4 and 8 are tested in the fall with the WKCE(Wisconsin Knowledge and Concepts Exam). Grades 3-8 will be tested in the Spring using the Smarter Balanced Assessment. Students in 4K-1 will be tested with the PALS assessment in the fall and spring. Our school also monitors student growth in grades 1-8 using the MAP (Measure of Academic Progress) assessment twice yearly.

### **Pupil Conduct Policy**

Responsible conduct by all pupils both in and out of the classroom is essential for the effective operation of the school. Self-discipline on the part of the student body is the ultimate aim.

#### **1. Suspension:**

- A. If disregard for acceptable conduct is practiced, the principal is authorized to suspend a pupil from school for a period not to exceed the (10) consecutive days, as outlined in Section 120.13(1b) of state statutes.
- B. Parents and students are to be notified in writing of the suspension and the reason for the suspension.
- C. Parents shall have the right to appeal through the office of the administrator and to the board of education if they believe suspension unreasonable.

#### **2. Expulsion:**

- A. In an extreme case of misconduct or repeated violation of rules and regulations, the school board, upon the recommendation of the principal, may expel a student from school, according to Section 120.13 of the state statutes.
- B. Parents and students are to be notified in writing by the clerk of the school board when such action occurs. Parents have the right to appeal to (1) the Board of Education in the form of a hearing, and (2) State Superintendent of Public Instruction.
- C. Pupils and parents will be adequately informed of the rules and regulations of the school as they pertain to the above policies.

D. Parents and students shall be given written notice of the action, specification of the charges and the opportunity to be heard prior to expulsion.

**Detentions:** A detention may be given to a student for lack of an assignment that was due or unacceptable behavior in the classroom. The detention can be served during noon recess or after school, from 3:30 p.m. to 4:30 p.m. The detention can be served the day it is given or different arrangements between the student and the teacher can be made.

### **Acceptable Clothing**

School is the work of children and the school environment is directly affected by the way we dress. Please help us out by adhering to the following guidelines:

- Tank tops with spaghetti straps are not acceptable.
- Any type of bare midriff is not acceptable.
- Shorts should be long enough so the tips of the student's fingers will touch material when standing with arms straight at their sides.
- Underwear should never be showing.
- Any article of clothing that advertises alcohol or tobacco products is not acceptable.
- Concert shirts that depict blood or violence are not acceptable.

If the entire Woods School community focuses on appropriate dress and behavior, our students will continue to be very successful. Thank you in advance for your support and cooperation.

### **Lunch Room**

During lunch hour all students are expected to display appropriate behavior in the lunch room, such as talking in a normal tone of voice and respecting other students. Rules in the lunch room are posted on the bulletin board and are reviewed at the beginning of the year and at other necessary times. Students should wash their hands before going down for lunch. All students are to line up in the hallway and when quiet are dismissed by class to the lunch room. The Jr. High students are to get their milk upon arriving in the lunch room. Each grade level has their assigned tables to sit at. Only 4<sup>th</sup>-8<sup>th</sup> grades are allowed to use the microwaves. All students should remain seated until dismissed. Students are expected to clean up their table as they are dismissed and place any garbage in the garbage cans provided where they line up to go to recess or back to their class rooms.

Lunch Room Times:

Pre-K and 5 <sup>th</sup> - 8 <sup>th</sup> Grade Students:	12:00 - 12:20
K - 4 <sup>th</sup> Grade Students:	12:20 - 12:40

### **Athletic and Other Events or Programs**

PreK-5 students must be accompanied by a parent or an older brother or sister and remain with them during the game or event.

## **Snow Closing**

Closing of the school because of excess amounts of snow shall be announced on the Woods School Website [www.woodsschool.com](http://www.woodsschool.com), WLKG FM (96.1), Lake Geneva WTMJ, Milwaukee & the school website, [www.woodsschool.com](http://www.woodsschool.com). The emergency phone system will call all numbers registered as well. The administrator shall be responsible for the decision to close school upon consultation with the contracted bus service. (See early dismissal letter below)

## **Early Dismissal**

When school is a half day, students are dismissed at **11:20 a.m.** All parents should follow the drop-off/pick-up procedures as usual. If school closes early due to bad weather conditions, your child will be delivered by Dousman Transport Co. In the interest of safety, if you wish your child to be delivered to an alternate destination **on your bus route**, please indicate on form provided.

You do not have to list an alternate bus destination. This is an optional safety measure for the family where both parents work all day, to prevent any child being dropped off at an empty locked house.

These arrangements must be made before emergency weather conditions arise by using the form provided.

Also if through the course of the year you begin new or discontinue employment or if your original arrangements change, please send a note to school and Dousman Transport Co. Again, parents are urged to listen to the designated stations listed below:

96.1 WLKG FM (The Lake) - Lake Geneva

WTMJ - Milwaukee

[www.woodsschool.com](http://www.woodsschool.com)

## **Change of Address or Phone Number**

Please notify the school whenever a change is made in an address or phone number. This is particularly important so that the school is able to contact someone if an illness or injury occurs.

## **Conferences**

Two conferences are scheduled during the school year. These dates are indicated on the school calendar. Please contact the classroom teacher if the time sent to you for the conference cannot be attended. A different time will then be arranged.

## **Lockers**

Students are assigned lockers at the beginning of the school year. The lockers are provided for the storage of student coats, hats, boots, etc. No locks are to be used on the lockers. Students are responsible for keeping the locker clean and organized. School lockers are the property of Woods School. Periodic inspections of lockers may be conducted for any reason, at any time, without notice, without student consent, and without a search warrant by school staff.

## **Web Site and Photo Publication**

Our address is [www.woodsschool.com](http://www.woodsschool.com) . Teachers will be adding materials and information throughout the year. It is our policy to use the website as a communication tool as well as an educational tool. On occasion we will post photographs of students and their work to promote our school and educational program. In order to insure the privacy and safety of our students, photos would never be posted with any names or student information. On occasion student photographs will be submitted to local news agencies for publication as well.

Please inform us in writing if you wish to not have your child participate. Students' work would be referenced only by the students' first name and no photo.

## **MUSIC EDUCATION FOR GRADES 7 & 8**

The Board of Education and the staff at Woods School acknowledge that music education is an integral part of a child's education at Woods School. Therefore, general music education will be mandatory at the 7<sup>th</sup> and 8<sup>th</sup> grade level. This general music education may be satisfied in the following ways:

- A year long participation in the Woods School Band
- A year long participation in the Woods School Chorus
- A year long participation in a general music class

If a student participates in either band or chorus or both, participation in a general music class is not required.

1<sup>st</sup> Reading - June 11, 2003

2<sup>nd</sup> Reading - July 9, 2003

## **SCHOOL BOARD POLICIES**

School Board policies can be found on the web at:

<http://www.woodsschool.com/boardpolicies.cfm>

These include policies that pertain to student privacy, records and access to special education.

The school report card can be found at:

<https://apps2.dpi.wi.gov/reportcards/>

# BUS FORM FOR EMERGENCY WEATHER

Your child will be delivered home by Dousman Bus Co. unless you have otherwise requested below. We ask that all parents fill out this form and return it to school as soon as possible. (Please check)

My child \_\_\_\_\_ should be delivered to the following location in case of early dismissal from school due to weather or bad road conditions.

\_\_\_\_\_ Drop off at home as usual

\_\_\_\_\_ Drop off at usual after school sitter \_\_\_\_\_

Name

\_\_\_\_\_ Drop off at this alternate location on my child's normal bus route

Name \_\_\_\_\_ Phone \_\_\_\_\_

Fire # and name of road \_\_\_\_\_

\_\_\_\_\_

**Parents and Children:** Please read our playground and cafeteria rules over together and then sign and return this page back to school. We hope that this will help eliminate any problems on the playground or in the cafeteria.

## WOODS SCHOOL PLAYGROUND RULES

1. I will only swing forward and backwards on the swing.
2. I will use the play set appropriately.
3. I will only sit facing forward while going down the slide.
4. I will not walk or run on the slide.
5. I will not climb on fence or wall.
6. I will not spit.
7. I will not jump off the equipment or push others off the equipment.
8. I will not jump on or fight with other children.
9. When the bell rings I will come right away and line up.
10. While I am in line I will not hug, touch, push, or pull on other children.
11. I will find the playground teacher and tell her if I am having trouble with another student.
12. I will notify the teacher if a ball goes out on the street or over the fence.
13. No throwing of snow, sticks, or stones.

## CAFETERIA RULES

1. Sit at assigned table
2. Keep voices at a low level
3. No throwing food
4. No sharing food (Due to allergies or other medical conditions)
5. Use good table manners
6. Be courteous to others
7. Desserts will be eaten last
8. Clean up after yourself
9. Do not leave until dismissed
10. Hands should be washed before coming to lunch

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

WOODS SCHOOL

MEDICAL CONSENT/INFORMATION FORM - 2013/2014 SCHOOL YEAR

STUDENT NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ GRADE: \_\_\_\_\_

ALLERGIES:  NONE  YES-PLEASE EXPLAIN: \_\_\_\_\_

MEDICATIONS:  NONE  YES – PLEASE LIST ALL GIVEN AT HOME AND AT SCHOOL: \_\_\_\_\_

ANY MEDICAL CONCERNS (ASTHMA, HEART, SEIZURES, ETC.):  NONE  YES – PLEASE EXPLAIN: \_\_\_\_\_

IF YOUR CHILD HAS SEIZURES, PLEASE COMPLETE A SEIZURE INTAKE FORM.

ANY SURGERY WITHIN SIX MONTHS:  NONE  YES – PLEASE EXPLAIN: \_\_\_\_\_

PHYSICAL ACTIVITY RESTRICTIONS: (INCLUDING GYM, WEIGHT BEARING, MOVEMENT LIMITATIONS, ETC.)

NONE  YES – PLEASE EXPLAIN. A DOCTOR’S EXCUSE WILL BE REQUIRED IF RESTRICTED. \_\_\_\_\_

EATING RESTRICTIONS – ANY FOOD RESTRICTIONS OR SWALLOWING PROBLEMS :  NONE  YES – PLEASE EXPLAIN:

VISION: DOES YOUR CHILD WEAR GLASSES?  NO  YES CONTACT LENSES?  NO  YES

HEARING: DOES YOUR CHILD REQUIRE HEARING AIDS?  NO  YES

DOES YOUR CHILD RECEIVE OUTSIDE THERAPY, SUCH AS OT, PT, SPEECH?  NO  YES – WHERE? \_\_\_\_\_

WOODS SCHOOL requires that your doctor provide instruction (orders) regarding any prescription your child takes while at school or school sponsored function. Other medications, as listed below, will be given with parent/guardian consent. Please notify the school immediately if any of the below information changes. As the parents/legal guardians of the above named student, I give consent/permission for:

1.  Yes  No Administration of Tylenol (acetaminophen) per product instructions.
2.  Yes  No Administration of Advil, Motrin (ibuprofen) per product instructions.
3.  Yes  No Administration of Benadryl per product instructions.
4.  Yes  No Administration of Hydrocortisone Cream 1% per product instructions.
5.  Yes  No A & D Ointment per product recommendations.
6.  Yes  No Cough / Sore Throat Lozenges per product recommendations.
7.  Yes  No Sunscreen per product recommendations.
8.  Yes  No Antacid Tablets (TUMS) per product instructions.
9.  Yes  No Woods School and/or hospital to provide necessary medical and/or emergency care.
10.  Yes  No I give my permission for the hospital to release information on my child to Woods School in the event of an emergency.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

WOODS SCHOOL STUDENT PHYSICAL EXAMINATION REPORT

To be filed by the family physician and returned to Woods School.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Blood Pressure: \_\_\_\_\_ Allergies: \_\_\_\_\_

	RIGHT	LEFT
EYES		
EARS		

Is student on medication? No Yes If yes, what kind and dosage? \_\_\_\_\_

NOSE		MOUTH & THROAT	
NECK		LYMPH GLANDS	
HEART		LUNGS	
ABDOMEN		HERNIA	
SKIN		SCALP	
POSTURE		NEURO-MUSCULAR	

Behavior / Emotional Concerns: \_\_\_\_\_

Summary of Medical Conditions: \_\_\_\_\_

Any Limitation of Physical Activities (Including Swimming & Skiing): \_\_\_\_\_

Remarks & Recommendations: \_\_\_\_\_

Is student capable of carrying a full program of school work? Yes No

Physician Name: \_\_\_\_\_ Physician Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: ( ) \_\_\_\_\_ Date: \_\_\_\_\_

Dear Students and Parents:

Each student attending Woods Elementary School receives this handbook explaining rules, procedures and information about the school. This handbook answers almost every question a parent or student would ask about how things are done here.

Every family should know what the handbook says and use it as a source of information, and it may save many questions and phone calls.

If you have any questions about what the handbook contains, have your child ask his or her homeroom teacher. If you wish further information, please give us a call at 248-3816.

Sincerely,

Ed Brzinski, Principal/District Administrator

I have read the PARENT/STUDENT HANDBOOK \_\_\_\_\_

Parent Signature

\_\_\_\_\_  
Date